



COMPLAINTS AND APPEALS FORM

To make a complaint or an appeal fill out this form, attach any supporting evidence and hand it to the RTO Manager. They will follow the procedure outlined in the RTO Policy. This form and any supporting evidence or correspondence will be filed on the students file/Profile.

- You are able to access any of your support systems in the preparation of this complaint including completing the form.

Student Name:			
Address:			
Telephone:			
Date of Incident:			
Course:			
Type of Incident:			
	Complaint <input type="checkbox"/>	Appeal <input type="checkbox"/>	
Describe the nature of the complaint/appeal:			
Student Signature:		Date:	

For Office Use Only

Detailed Action Taken: _____			
Complainant informed in writing: Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Noted in Complaints Register: Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Signed:		Raised at RTO Line/Admin Meeting Date:	
		Date:	